



Control Room Operator- Part-Time

Correctional Institute

CI/15

Grade 10/Non-Exempt

JOB SUMMARY

This position is responsible for the operation of the control room at the Sumter County Correctional Institute.

MAJOR DUTIES

- Monitors cameras to ensure the safety and security of inmates and staff.
- Opens interior and exterior doors according to strict policies and procedures.
- Monitors and responds to internal/external two-way radio system.
- Monitors fire and emergency alarm panels and relays information to emergency response staff.
- Relays information over intercom system.
- Monitors weather and other external conditions.
- Answers telephone; provides information and assistance; forwards to appropriate personnel.
- Maintains daily activity logs and records.
- Maintains and troubleshoots camera and door control systems; maintains and troubleshoots radios.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of records management principles.

- Skill in prioritizing and organizing work.
- Skill in the operation of two-way radios.
- Skill in the maintenance of files and records.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to operate the control room. Successful performance contributes to the safety of inmates and staff.

CONTACTS

- Contacts are typically with co-workers, other department personnel, inmates, and members of the general public.
- Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is performed in an office control room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.